

Attachment 3: Aircraft Maintenance Operational Support (AMOS) AOD Technical Library Information

Background: NASA, JSC, Aircraft Operations Division (AOD) will open for inspection limited portions of technical data stored in the AOD Technical Library (herein referred to as the “Bidder’s Library”) to all prospective Offerors interested in submitting a proposal to the forthcoming AMOS Request for Proposal (RFP) effective the week of September 12, 2011. The Bidder’s Library will be open two days a week, Tuesday and Wednesday, for a period of two hours per day and will remain available for inspection until further notice. All interested Offerors shall have a current Militarily Critical Technical Data Agreement, DD Form 2345, on file with the State Department and provide proof of same before access to the Bidder’s Library will be made available.

NASA Point of Contact:

- Ms. Mirella Barron Lanmon; AOD Documentation Manager
- Contact number: 281-244-9796
- Hours of contact: Monday through Friday, 8:00 am to 4:00 p.m.

Reservations:

1. Prospective Offerors shall request access to the Bidder’s Library a minimum of one week in advance of proposed visit date.
2. Request for visits shall be made and approved by the AOD, Documentation Manager identified above.
3. All visitors must be US Citizens.
4. Prospective Offerors shall be limited to timeline (one-two hours maximum) established at time of reservation and will not be allowed additional time on date of visit.
5. As part of the request for access, prospective Offerors shall identify in writing the particular subject matter of interest for inspection in the Bidder’s Library.

Location of Bidder’s Library:

Ellington Field, Building 267, Room 106D

NASA Visitor Badge:

All contractor personnel visiting the Bidder’s Library shall request a visitor badge(s) when reserving a date and time for accessing it. To obtain a badge, the following information must be submitted to the above NASA POC (plan on 3-4 business days to obtain badge).

- First Name
- Last Name
- Employer/Affiliation

- Arrival Date
- Expiration Date

NASA Visitor Badges will be picked up at the NASA, Aircraft Operations, Ellington Field, Brantley Ave. Main Gate on the date of the pre-approved visit and must be turned in at the Main Gate drop-off point upon completion of the visit.

If the Contractor determines more than one visit is warranted, subsequent reservations and badging must take place through the NASA POC mentioned above.

General Guidelines:

1. Contractor ID badges must be worn on an outer garment at all times while prospective Offeror's personnel are located on NASA property to access the Bidder's Library.
2. NASA Visitor badges must be worn on an outer garment at all times while prospective Offeror's personnel are in the gated area of AOD.
3. A copy of all electronically accessible technical data approved for review and inspection will be maintained by the AOD Information Technology Manager.
4. Technical data shall NOT be removed from the work area provided for access to the Bidder's Library by any prospective Offeror's personnel.
5. Cell phones/cameras shall not be permitted in the work area of the Bidder's Library.
6. Prospective Offeror's personnel shall not take any written notes while in the work area of the Bidder's Library.
7. Prospective Offeror's personnel visiting the property of NASA to access the Bidder's Library will only be permitted in the work area provided. NO tours or other office visits of NASA property will be authorized.
8. All approved visitors to the Bidder's Library will sign in and out on the visitor log maintained by the AOD POC.
9. Access to and inspection of limited rights or proprietary data is strictly forbidden without the express written advance approval of the owner of such data rights.
10. Prospective Offerors may also be required to execute a non-disclosure agreement before their personnel are permitted access to inspect certain types of technical data stored in the bidder's library.

Questions:

1. The AOD POC for the Bidder's Library will not answer any questions or provide additional information as it relates to the AMOS contract.
2. Prospective Offerors may submit questions relating to the Bidder's Library to points of contact on the AMOS Acquisition website.
3. Prospective Offerors who wish to remain anonymous can submit their questions using the Anonymous Questions to the Contracting Officer link on the AMOS Acquisition website.